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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Coordination, Operations and Policy Staff DATE: 17 October 1949

FROM : Management Officer

SUBJECT: Industrial Register, OCD, (ICF Dissemination)

1. The Management Staff requested assistance of ICAPS, on 13 April 1949, in the determination of continued dissemination of the Industrial Card File to IAC and other authorized recipients.

2. On 15 April 1949 ICAPS prepared a memorandum (attachment 1) to the Standing Committee Members of IAC requesting concurrence with CIA plan of discontinuance of ICF dissemination, which has been SOP since early 1947, to allow the Industrial Register, OCD, to concentrate on preparation of currently received materials in a format designed to give expeditious service to IAC Agencies on request.

3. A summary of Standing Committee Member action set forth in memorandum by Chief, ICAPS, dated 19 May 1949, (attachment 2) reveals that all members except Army and Air Force concurred in the proposal referred to in paragraph 2 above. However, it was decided to continue ICF dissemination as before, until the Industrial Register had reduced the backlog of approximately 46,000 items on hand at the time this memo was prepared.

4. As of 30 September 1949 the backlog of ICF cards in the Industrial Register numbered approximately 11,500 and at the rate of current processing it will be an estimated 3 to 4 months before this Register will be disseminating only currently received materials. The processing rate of ICF cards is being accomplished at 300 cards per day, 35 of which are current the balance of 265 from backlog.

5. Under the provisions of ICAPS memorandum, dated 19 May 1949, referred to in paragraph 2 (attachment 2): "The backlog is construed as that material being received etc....". Therefore, the ICF dissemination load will never be eliminated as long as current materials are received.

6. Attachment 3 lists ICF dissemination numbering 1,972,000 individual ICF cards per annum, this staggering amount of paper flow is further augmented by many requests of the Industrial Register being disseminated, by Liaison Branch, not only to the requestor but to other authorized recipients that may have an interest in this information.

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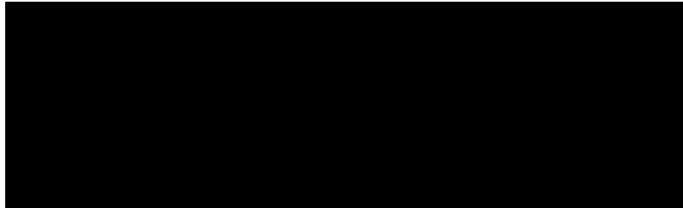
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7. It is again recommended that in order to reduce the workload of all CIA operating offices engaged in the preparation and handling of the ICF file:

a. That Coordination, Operations and Policy Staff action be undertaken to permit immediate discontinuance of all ICF dissemination except Department of Army and Department of Air Force and that an attempt be made to obtain a specific date when these Departments will concur in the discontinuance of the total ICF dissemination program.

b. That assurances be obtained from IAC Agencies that CIA responsibility for future ICF activity will be limited to the servicing of specific requests for industrial data.



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Attachments: (3)

Copy of Memorandum dated 15 April 1949  
Copy of Memorandum dated 19 May 1949  
ICF Dissemination List

I ~~(do)~~ (do not) concur.

  
Assistant Director, OCD

Date

3 Mar 1950

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*See # 2.a. 9 my Memo.*

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